
Exempt Activity Notification Letter

SAMPLE

(Please read thoroughly and edit text appropriately.)

Town of Americana
P.O. Box 123
Americana, IN 47777

May 1, 2006

Grant Services' Environmental Specialist
Grants Services
One North Capitol, Suite 600
Indianapolis, IN 46204-2208

Re: Town of Americana
Proposed Downtown Planning Study Project

Dear Sir/Madam:

The Town of Americana is applying for a planning grant from the Indiana Office of Community and Rural Affairs. Grants for the sole purpose of planning are classified as exempt per 24 CFR Part 58.34.

We are requesting from the State of Indiana, upon receipt of a fully executed planning grant agreement, the release of our community's funds. We understand any costs incurred, prior to the receipt of a fully executed grant agreement, are at the risk of the community.

Sincerely,

Chief Elected Official